

## NAVAL SEA SYSTEMS COMMAND MAILING ADDRESS

COMMANDER  
NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

## NAVAL SEA SYSTEMS COMMAND VISITORS ADDRESS

NAVAL SEA SYSTEMS COMMAND  
ZACHARY TAYLOR OFFICE BUILDING  
NATIONAL CENTER BUILDING 3 (NC-3)  
2531 SOUTH JEFFERSON DAVIS HIGHWAY  
ARLINGTON VA 22202

## TELEPHONE INFORMATION

<u>COMMERCIAL EXCHANGE - DSN CONVERSIONS</u>		
<u>COMMERCIAL</u>	<u>AREA CODE</u>	<u>DSN</u>
602	703	332
604	703	664
607	703	327
692	703	222
695	703	225
697	703	227
271	703	N/A
For a complete listing of prefixes, see DOD telephone directory		

**DUTY OFFICER:** 602-7527 NC-3 12E10 (HOURS: 1600-0700 M-F and  
24 hrs. on weekends)

### GUARD STATIONS:

NC-2 LOBBY - 602-0902 or 602-6386  
NC-3 LOBBY - 602-0905 or 602-6387

NOTICE TO THE COMMAND OF APPROVED CHANGES TO THIS INDEX CAN BE  
GAINED THROUGH PUBLICATION OF THE INFORMATION IN THE NAVSEA  
OBSERVER UNDER THE COGNIZANCE OF SEA 00D.

CHANGES TO THIS INDEX SHOULD BE FORWARDED TO THE DIRECTORATE  
ADMINISTRATIVE OFFICER.

### COVER PHOTO:

TOP LEFT - USS CONSTITUTION  
BOTTOM LEFT - USS SEAWOLF  
BOTTOM RIGHT - USS ARLEIGH BURKE (DDG 51)

**BUILDING EMERGENCY INSTRUCTIONS**  
**--IMMEDIATE RESPONSE MAY SAVE A LIFE --**

BEFORE AN EMERGENCY:

1. Know the location of the nearest fire alarm box and nearest emergency exit.
2. Familiarize yourself with the emergency instructions below.

UPON DISCOVERING A FIRE:

1. Pull the nearest fire alarm box.
2. Call Arlington County Fire Department at 99-911 (non-emergency number is 99-558-2222).  
Be prepared to give the location (i.e., building address, and floor) and type of fire.
3. Call Physical/Internal Security at 602-3211/4.

WHEN THE FIRE ALARM SOUNDS:

1. Your personal safety is our paramount concern. Evacuate the building by the nearest stairway. Go to the outside assembly area and await instructions.
2. NAVSEA Fire Wardens are responsible for covering their assigned posts to include directing the flow of traffic during evacuation and re-entry.
3. Elevators will NOT be used during evacuations except as directed by the Arlington County Fire Department.
4. Handicapped personnel will report to the elevator lobby of the floor they are on at the time the fire alarm sounds. They will be evacuated by Arlington County Fire Department.

MEDICAL EMERGENCY:

1. Dispensary in room 120, Five Crystal Park: 602-3377
2. The Arlington County Rescue Squad:  
Emergency Number: 99-911  
Non-Emergency Number: 99-558-2222

BOMB THREAT

A. All written bomb threats will be immediately delivered to Physical/Internal Security (SEA 09T2), room 1E28, NC 3 during normal working hours or to the NAVSEA Watch Officer during security hours, room 12E10, NC3, 602-7527.

B. If you are the receiver of a telephone threat:

(1) Encourage the caller to speak freely and stay calm.  
Seek answers to the following:

(A) WHEN is the bomb to detonate?

(B) WHERE is the bomb located?

(C) WHY was the bomb placed?

(D) HOW can the bomb be identified?

(2) Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many people.

(3) Pay particular attention for any strange or peculiar background noises, such as motors running, music or other sounds which might provide clues to the place from which the call is being made.

(4) Listen closely to determine sex, accents, speech impediments, and attitude (calm, excited, etc.)

(5) Keep the caller on the line as long as possible. Ask the caller to repeat the message. Write down every word spoken by the person making the call. Note time of call.

(6) If possible, signal a co-worker to call the NAVSEA Physical Security (SEA 09T2), 602-3211/4.

(7) If ordered to evacuate because of a bomb threat, leave doors open.

MISCELLANEOUS:

1. Other emergencies shall be reported to the NAVSEA Physical/Internal Security Division, 602-3211/4, during working hours (0700-1600 M-F) and to the NAVSEA Watch Officer, 602-7527/8, during security hours (1600-0700 M-F and 24 hours on weekends).

## FREQUENTLY CALLED NUMBERS

NAVSEA HOTLINE (To report Fraud, Waste, or Abuse)	(Inside Virginia)	(703) 602-2892
	(Outside Virginia)	1-800-356-8464
NAVY HOTLINE (To report Fraud, Waste or Abuse)	(202) 433-6743	
	(Outside DC)	1-800-522-3451
DOD HOTLINE (To report Fraud, Waste or Abuse)	(703) 604-8799	
	(Outside DC)	1-800-424-9098

## NAVSEA LOCATORS

NAVSEA .....	602-5289
CIVILIAN EMPLOYEE ASSISTANCE .....	607-1790
MILITARY PERSONNEL OFFICE .....	602-1579

## LOCATORS FOR OTHER COMMANDS

NAVAIR	301-342-3000
SPAWAR	602-3007
NAVSUP	717-790-6454
NAVFAC	325-0407
DEPARTMENT OF DEFENSE OPERATOR	545-6700

## HRO RECORDS

NAVSEA EMPLOYMENT VERIFICATION/RECORDS .....607-1722  
NAVSEA PERSONNEL INFORMATION CENTER (PIC) .....602-4179

## **NAVSEA TELECOMMUNICATIONS NETWORK**

APPROXIMATELY 97 SYSTEMS AND 5900 TELEPHONES HAVE BEEN INSTALLED THROUGHOUT THE NAVSEA CAMPUS. THESE 97 SYSTEMS HAVE BEEN TIED TOGETHER TO ALLOW NAVSEA HEADQUARTERS PERSONNEL TO CALL EACH OTHER VIA AN INTERNAL INTERCOM SYSTEM WITH THE EXCEPTION OF SEA 08 PERSONNEL AND NON-MERLIN LEGEND USERS. SEA 08 AND NON-MERLIN LEGEND USERS WILL CONTINUE TO DIAL AS THEY DO TODAY USING THE 7 DIGIT PHONE NUMBER.

IN THE DIRECTORY AFTER THE TELEPHONE NUMBER, YOU WILL SEE A SMALL "x" FOLLOWED BY A THREE DIGIT NUMBER, WHICH IS THE EXTENSION NUMBER AND A SIX DIGIT NUMBER, WHICH IS THE NEW NAVSEA INTERCOM NUMBER.

### **FOR INTERNAL CALLERS:**

THE NAVSEA INTERCOM SYSTEM USES A SIX-DIGIT NUMBER. YOUR CALL WILL GO DIRECTLY TO THE INDIVIDUAL PHONE YOU ARE CALLING. YOU MAY THEN TALK TO THE PERSON OR LEAVE A MESSAGE ON HIS/HER VOICE MAIL.

TO PLACE AN INTERNAL CALL PRESS THE NAVSEA INTERCOM BUTTON FORMERLY KNOWN AS THE SA ORIG., AND DIAL THE SIX DIGIT NUMBER FOLLOWED BY # SIGN. THE FIRST THREE DIGITS ARE THE MERLIN LEGEND SYSTEM NUMBER AND THE LAST THREE DIGITS ARE THE INTERCOM NUMBER, KNOWN AS THE EXTENSION NUMBER. THESE SIX DIGITS COMPRISE THE NAVSEA INTERCOM NUMBER. OUTSIDE CALLERS WILL CONTINUE TO DIAL THE NAVSEA PHONE NUMBER AND THREE DIGIT EXTENSION NUMBER.

REFER TO THE NAVSEA ELECTRONIC PHONEBOOK OR THE HARDCOPY PHONEBOOK FOR A COMPLETE LISTING OF INTERCOM NUMBERS. ANY QUESTIONS YOU HAVE REGARDING THE NEW NAVSEA INTERCOM DIALING PROCEDURES CAN BE DIRECTED TO THE TELEPHONE MANAGEMENT OFFICE AT 602-8456.

### **FOR OUTSIDE CALLERS:**

IF YOU ARE CALLING A NAVSEA OFFICE THAT HAS A MERLIN LEGEND TELEPHONE SYSTEM, YOU WILL FIND THAT THIS BOOK NOW LISTS THE EXTENSION NUMBERS FOR THOSE PERSONNEL. YOU ARE TO USE THE THREE DIGIT EXTENSION NUMBER WHEN CALLING INTO NAVSEA. THE INTERCOM NUMBER IS FOR INTERNAL COMMUNICATION ONLY. THE EXTENSION NUMBER IS PARTICULARLY USEFUL IF YOU ENCOUNTER AN AUTOMATED ANSWERING SYSTEM. THE GREETING ON ALL OF OUR SYSTEMS GIVES YOU THE OPTION TO DIAL THAT INTERCOM NUMBER AND REACH THAT PARTICULAR PERSON'S STATION.

YOU DO NOT HAVE TO LISTEN TO THE ENTIRE GREETING. AS SOON AS YOU HEAR THE GREETING BEGIN, YOU MAY IMMEDIATELY DIAL THE EXTENSION NUMBER.

LIKEWISE, YOU MAY PRESS THE # (POUND SIGN) ON THESE SYSTEMS TO ACCESS THE ABILITY TO SPELL THE LAST NAME OF THE PERSON YOU WISH TO SPEAK WITH. AGAIN, THIS OPTION DOES NOT REQUIRE YOU TO LISTEN TO THE ENTIRE GREETING. NOTE THAT AT NAVSEA WE HAVE SET THE PARAMETER FOR THE FIRST FOUR LETTERS OF THE LAST NAME. IF YOU KNOW THE ENTIRE SPELLING OR ONLY THE FIRST LETTER, YOU MAY DO EITHER TO REACH THE PERSON YOU ARE CALLING. IF YOU SPELL THE ENTIRE NAME, YOU WILL BE TRANSFERRED MORE QUICKLY. THE LESS LETTERS YOU INPUT, THE MORE LIKELY YOU WILL BE ASKED TO CHOOSE FROM A LIST OF NAMES THAT MEET THE CRITERIA YOU HAVE GIVEN THE SYSTEM TO SEARCH BY.

WHEN YOU HAVE REACHED A PARTICULAR PERSON'S VOICE MAILBOX, YOU HAVE SOME OPTIONS THAT YOU MAY ELECT TO CONTINUE WITH. WHEN YOU HEAR THAT PERSON'S VOICE MAIL GREETING BEGIN TO PLAY (I.E., "HELLO YOU'VE REACHED JOHN PUBLIC OF NAVSEA, I'M NOT HERE. PLEASE LEAVE ME A MESSAGE"), YOU MAY:

1. WAIT FOR THE TONE AND LEAVE A MESSAGE.
2. WHEN YOU HEAR JOHN PUBLIC SAY, "HELLO YOU'VE...", YOU MAY PRESS 1, AND GO DIRECTLY TO LEAVING A MESSAGE, THUS AVOIDING HAVING TO LISTEN TO THE GREETING.
3. PRESS \*8 TO TRANSFER TO SOMEONE ELSE WITHIN THE OFFICE.
4. PRESS 0 (ZERO) TO TRANSFER TO A SECRETARY/RECEPTIONIST.